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LINKS YOU CAN USE NOW



This Month –Time Management

Time management is essential for people who want to succeed; here are resources for keeping yourself on a schedule.

Best Time Management Apps to Work Smarter

These hand-selected tools, from habit trackers to focus boosters to task managers, make time management easy. More:

<https://tinyurl.com/links09212>

Custom Time-Management Strategies for Your Personality

Optimize your time management by looking at your personality's strengths and challenges. More:

<https://tinyurl.com/links09213>

The Secret to Protecting Your Time

Best-selling author and time management expert Michael Hyatt explains secrets to protecting your time in this video. More:

<https://tinyurl.com/links09214>

Check These 7 Podcasts about Time Management

For those who love to learn but are pressed for time, these time management podcasts can be a great substitute for books. More:

<https://tinyurl.com/links09215>

Conquering the Uncomfortable to Achieve Bigger Goals

We're surrounded by things intended to make us comfortable: time-saving appliances, activewear that looks professional and phones that control our lives at our fingertips. But it's discomfort that can lead to growth. And while no one is comfortable being uncomfortable, there are ways to make growth feel easier.

Do what you resist. Don't know where to get started? Try the thing you want to avoid, the thing that sends your heart racing (and not in a good way), the scary thing. Just try.

Don't wait for the perfect time. The timing is never really perfect, there is always something going on. But this means the perfect time is now. Remind yourself of your why, write it down, and then start. Just take one step!

Break it up. Try breaking the task, whatever it is, into bite-sized pieces. If you want to exercise more, on day one, all you must do is find a gym. Starting doesn't mean finishing on the same day, just starting.

Pick the path of least resistance. Just because it's hard doesn't mean it has to be harder. When given the choice, take the easiest path. Work smart, not hard.

Push past hard. You will hit walls, even if you take the path of least resistance. When you do, don't give up. Is it a wall or a speed bump?

Super-size your goals. Set at least one goal that is a little outside your comfort zone. If you're comfy with the one-year goal, what would a five-year plan look like? Break down this super-sized goal into doable action items.

Incremental steps are easy to focus on and you'll grow towards your goals.

Success is hard. But, you can do hard things! Acceptance that it will be hard while trusting your abilities, goes a long way! Those of us who risk discomfort get the prize: we grow and we get better. Mastery is a long road, but you got this!

Quotes on ... Business Mindset

If you want to achieve excellence, you can get there today. As of this second, quit doing less-than-excellent work.

Thomas J. Watson

Do the best you can until you know better. Then when you know better, do better.

Maya Angelou



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The Dos and Don'ts of Delegation for Business Owners

Delegation may not come naturally to many entrepreneurs. They are used to working on their dream - all by themselves. But when success means growth, it will eventually be impossible to do everything alone. Here are three things to do and three things to avoid when it comes to delegating.

- 1. Do articulate your priorities.** Your employees will need to make decisions, so let them know in advance what takes priority. Is it this task or another? Is it deadline or quality?
- 2. Don't micromanage.** It's the cardinal sin! Remember: you're delegating because you don't want to deal with the project, so don't deal with the project. You hired and trained your employees by hand, you can trust them. Don't undermine their confidence. Hands off!
- 3. Do offer your support.** While it's important to avoid micromanaging, you want your empowered team members to always feel supported. Their success is your success. Set them up to succeed by gathering all the information needed to complete the project in one place, providing examples of comparable work and check in regularly.
- 4. Don't underestimate how long the project will take.** You could do it in a week, but can they? You live and breathe this business and always have, they have different skills, abilities, and loyalty to the project. Always add a buffer to account for the differences and unexpected roadblocks. Their creativity and your time off the project is worth the extra time it takes.
- 5. Do be sure your employees feel comfortable saying no.** Not every employee can do every project or task, they aren't Swiss Army Knives. Encouragement and mentorship is important for your employees but if they aren't the right member of the team, don't force it. You will get a better finished project when the team members are comfortable and able for the work.
- 6. Don't delegate because the project is awful.** You're the boss and the owner. This means you have the most stake in the company and it also means you have the most responsibility. Sometimes you will have to do annoying projects. Change your mindset and remember you get to do this work. Feel empowered and put on your boss pants while being a leader who has your employees backs! They'll see it and appreciate you more.

Contact me today:

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Worth Quoting ...

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This Month's Quick Quiz Question

For an answer, email me at info@g3cpa.com or call 856-727-0100.

How many varieties of potatoes are there?

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